

**MURRAY CITY
COMMERCIAL TENANT IMPROVEMENT
PLAN SUBMITTAL REQUIREMENTS**

Permit Application No. _____

Name of Applicant _____
 Building Address _____ Phone No. _____

In order to expedite your plan review, please check your plans and application to be sure the following information has been included. When each of the following items has been checked by you, sign the bottom of the form and have the Permit Specialist verify that all needed information is included. Submit this form with your application, plan review deposit, and two (2) sets of plans for Building Department review. NOTE: APPLICATION FOR BUILDING PERMITS CANNOT BE ACCEPTED FOR PLAN REVIEW UNTIL THE SUBMITTAL IS COMPLETE.

***COMMUNITY DEVELOPMENT APPROVAL**

____ Approval signature from Planning and Zoning

***PLAN REVIEW DEPOSIT**

____ Plan review deposit of \$40.00 (will be credited toward total permit fee)

***THE BUILDING PERMIT APPLICATION**

- ____ Date of application
 ____ Proposed use
 ____ Building address, suite number, or tenant name
 ____ Owner of property or tenant, phone number, and address
 ____ Architect or engineer and phone number (when required)
 ____ Contractor's name, phone number, address, and contractor's state license numbers for:
 ____ General contractor - attach copy of license
 ____ Electrical contractor - attach copy of license
 ____ Plumbing & mechanical contractor (if applicable) - attach copy of license
 ____ Type of improvement/remodel
 ____ Estimate of project valuation for retail spaces
 ____ Signature of owner, contractor, or authorized agent with date signed

TENANT PLANS

- ____ Indicate whether this is to be a new buildout or remodel
 * ____ Spaces over 3,000 sq.ft. require a Utah State registered architect stamp, signature, and date on at least the cover or title sheet
 * ____ Key plan or clear description indicating location in main structure
 ____ Floor plans drawn to scale (1/8"=1' or larger) clearly indicating specific uses of all areas and general plan of entire space if this is a part of a larger space
 ____ Differentiation between new and existing construction, doors, windows, corridors, etc.
 ____ Clearly dimensioned rooms, corridors, aisles, etc.

- ___ Size, material, hardware, fire rating, and swing of doors
- ___ Window size, type, and location with safety glazing indicated
- ___ Room finishes with flame spread rating for wall coverings
- ___ Ceilings shown with seismic bracing detail for suspended ceilings
- ___ Stair details for all interior stairs
- ___ Handrail and guardrail details
- ___ Wall construction detailed—show wall heights and bracing details for walls that terminate at suspended ceilings

***ELECTRICAL PLANS**

- ___ Lighting plans
- ___ Fire alarms and smoke detectors as required
- ___ Exit signage and emergency lighting

***MECHANICAL PLANS (IF APPLICABLE)**

- ___ Plumbing fixture locations
- ___ Exhaust fans
- ___ Mechanical plans (for any new equipment)
- ___ Locations of fire and smoke dampers
- ___ Mechanical equipment schedules and efficiency ratings

MATERIAL SPECIFICATIONS

- ___ Specifications

NOTE: Additional information may be requested as the city proceeds with the plan review.

My signature below indicates I have carefully reviewed the submitted plans and verified that all of the items above have been included. **I understand that failure to provide any needed information at this time will delay the processing of my permit.**

* _____ Date _____
Applicant's Signature

* _____ Date _____
Building Inspection Division
Acceptance

IF YOU NEED ASSISTANCE FROM A BUILDING INSPECTOR, PLEASE MAKE AN APPOINTMENT SO WE CAN SPEND SOME TIME WITH YOU TO ANSWER GENERAL QUESTIONS.